

19 April 1971

MEMORANDUM FOR: Director of Training

THROUGH : Chief, Operations School

SUBJECT : Course Report, CS Records II, #5-71

Apr 12-16 71

Student Body

1. Eighteen students attended the course, ten of whom were CSCTs. Four of the remainder were PTPs from RID, most of whom were quite new to the Agency. The grade levels ranged from GS-04 through GS-10 (average, GS-08) and length of service from under one year through eighteen years (average, 3.7 years).

Course Content and Presentation

25X1A

25X1A

2. There were no changes in either curriculum or manner of presentation. However, [REDACTED] and the Chief Instructor divided the practical exercise between them. This made it possible for [REDACTED] to present the Records element in IR Familiarization, and for the Chief Instructor to spend a day on Records training for ALT.

Speakers

25X1A

25X1A

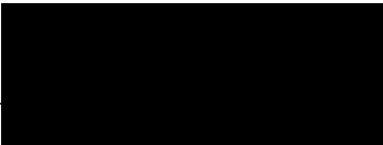
3. All speakers were our regular representatives. Mr. Paul [REDACTED] who spoke for biographic support in Central Reference Services, made good use of the current interest in [REDACTED] affairs to illustrate his talk.

Student Critiques

4. CSCT critiques were unanimous in describing the course as too long. This is understandable, since they had no idea that stretching the course over several days part-time was intended to let those who are at work on area desks have some time each day to keep up with their regular work.

Chief Instructor's Comments

5. This was not an easy class to work with. The CTs were impatient to get on with their interim assignments, and one or two, looking over sample dispatches written in previous classes, remarked "We've been told, if you want to be sure nobody reads your work, make it longer than two pages." Those students who had done traces in RID/CE or in Central Reference, and who were convinced that their fitness reports were based on the total number of traces completed per month, complained that "the quota system doesn't give you time for all this stuff." Some rapport was achieved at the end of the course, thanks to the leaven of experienced students, but there was not much of the sense of progress which we usually enjoy.



Chief Instructor

Attachments

- A. Course Schedule
- B. Student Roster
- C. Student Critiques

25X1A

Distribution

- Original - DTR
- 1 - DDP/TRO
- 2 - OS/ST/TR

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Course Report - CS Records II #5-71

FROM:

Chief Instructor

EXTENSION

3396

NO.

OS 0144-71

DATE

19 April 1971

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

AC/OS/ST

2.

EA/TR/f

3.

4.

~~DDTR~~

5.

DTR

DDTR

6.

DDP/TRO
3C-29 Hqs

7.

8.

9.

10.

11.

12.

13.

14.

615, Glebe

15.

20 Apr 1971

220 p.m. 1971

HR

AMAY 4 1971

AMAY 4 1971

1 to All:

CT's who go to CS
intrins assignments and
do name tracing will
get to visit and work
with the various components
holding data pertinent to
tracing.

6. Your copy attached.